

# United States Court of Appeals for the Second Circuit



## Vacancy Announcement

August 15, 2016

Reference No.: FY 16-19

<b>Position Title:</b>	<b>Supervisory Staff Attorney</b>
<b>Location:</b>	<b>Thurgood Marshall U.S. Courthouse, New York, NY</b>
<b>Classification Level:</b>	<b>CL 31</b>
<b>Salary Range:</b>	<b>\$106,076 - \$160,300</b> <i>Salary commensurate with experience, qualifications, and education</i>
<b>Closing Date:</b>	<b>Open Until Filled</b>

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**Office Overview:** The Staff Attorney's Office is a central legal staff that provides legal advice to all 22 judges of the court on habeas corpus applications, pro se appeals and motions, counseled motions, immigration appeals, and *Anders* motions. The Staff Attorney's Office has approximately thirty attorneys, including career supervisory staff attorneys, career staff attorneys, and term staff attorneys.

**Position Overview:** Each supervisory staff attorney supervises four to six staff attorneys. The staff attorneys function as law clerks: they review case records and filings, conduct legal research, and provide three-judge panels with bench memoranda and proposed orders and opinions. The supervisory staff attorneys' primary responsibility is to work with the staff attorneys to ensure that their bench memoranda convey accurate legal research in a clear, concise, and objective manner. The supervisory staff attorneys' managerial duties include recruiting, training, and evaluating the staff attorneys, in addition to overseeing the staff attorneys' assignments and workload. The supervisory staff attorneys also write bench memoranda and proposed orders for appeals and other matters before the court; handle various case management duties; and work on special projects.

**Requirements:** An applicant must have a JD degree from an ABA-approved law school, outstanding academic credentials, and superior skills in analysis, research, writing, and editing. Also required are at least five years of post-JD experience, including three years of federal court experience, and expertise in federal appellate practice, civil and criminal procedure, constitutional law, and some work with the state law of New York, habeas corpus, civil rights, and employment law. Management experience and strong communication and interpersonal skills are essential. Experience as a staff attorney or chambers law clerk is preferred.

**Application Procedure:** An application package must include a cover letter, resume, law school transcript, two self-edited writing samples, and contact information for at least three professional references. Please submit the application package by email **as a single PDF attachment** to [resumes@ca2.uscourts.gov](mailto:resumes@ca2.uscourts.gov), subject line: Supervisory Staff Attorney, Reference No. FY 16-19. Interested applicants are strongly encouraged to apply immediately. Initial review of applications begins October 1, 2016; there is no guarantee that applications received after this date will be reviewed.

**ALL APPLICANTS MUST BE U.S. CITIZENS OR LAWFUL PERMANENT RESIDENTS WHO ARE SEEKING U.S. CITIZENSHIP. APPLICANTS SELECTED FOR THE POSITION ARE SUBJECT TO A BACKGROUND CHECK. EMPLOYEES ARE REQUIRED TO USE ELECTRONIC FUNDS TRANSFER FOR PAYROLL DEPOSIT. THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER.**